



August 23, 2007

JOB OPPORTUNITY

If it's a challenging position you're looking for,
We have the ideal job for you.

SUMMARY: The California History Section's collection contains books, newspapers, periodicals, maps, photographs, manuscripts and many other materials to support research in California history. It is one of the finest such collections in the United States. Visitors to the California History Room can expect to find some of the rarest materials dealing with the State's history, as well as a comprehensive collection of the latest information about the State. The California History Room is used by state employees, historians, free-lance writers, genealogists and many others doing research. Its function is to collect, disseminate and preserve information on California history.

CLASSIFICATION: *LIBRARY TECHNICAL ASSISTANT I*

TENURE/TIME BASE: *PERMANENT/ FULL TIME*

BUREAU: *CALIFORNIA HISTORY SECTION*

MONTHLY SALARY: *\$2771-\$3369*

SUMMARY: Under the supervision of the LTA II, the incumbent provides support staff duties including scanning for the California History Section of the California State Library.

DUTIES:

- Assists California History Room users with directional and simple reference questions.
- Scans special collection materials for inclusion in the Library's online catalog and web page, using Photoshop and other manipulative software to adjust image quality, density, contrast, etc.
- Constructs and utilizes databases to track, inventory and maintain collections using InMagic and Access.
- Acts as lead person in the preparation and tracking of Special Loan paperwork and procedures.
- Uses above database software programs for indexing and inventorying the more than 26 types of special collections materials maintained in the California History Section.
- Assists the Curator in arranging and managing materials used for exhibits.
- Produces and maintains indexes for Special Collection materials.

- Verifies the eligibility of patrons for the various categories of library service.
- Inputs and proofreads borrower applications in online circulation system.
- Assists the LTA II in maintaining and fulfilling reserves of library materials.
- Assists supervisor in processing new acquisitions such as periodicals, microfiche, newspapers and other special collection materials.
- Processes inter-library loan requests for books, periodicals and microfilm.

DESIRABLE QUALIFICATIONS:

- Knowledge with word processing and bibliographic database management programs on a microcomputer, e.g. Word, Access, Excel, InMagic
- Experience with complex filing.
- Aptitude for detail work.
- Evaluate situations accurately and take effective action.
- Ability to stand and walk for long periods, ability to move fully laden book carts and lift and carry up to 50 pounds, ability to operate a keyboard and printer, ability to stoop, bend and reach.
- Ability to communicate effectively, courteously and tactfully. Must use good judgment and reason.
- **Ability to exhibit organizational skills.**
- Ability to use good judgment and reason.

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, Room 215, P.O. Box 942837, Sacramento, CA 94237-0001. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678). Applications will be accepted until the position is filled. ALL APPOINTMENTS SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed.**

EQUAL OPPORTUNITY EMPLOYER